

Tompkins Shared Services Electronic Records Repository (TSSERR)

Name

The name shall be Tompkins Shared Services Electronic Records Repository (TSSERR) Group .

Preamble: Tompkins

Shared Services Electronic Records Repository Group is a unique inter-municipal group created to jointly plan, provide, oversee and coordinate shared records management services within Tompkins County.

Purpose: The Tompkins Shared Services Electronic Records Repository Group shall have the following duties, powers, and responsibilities:

Identify a set of shared

services to be provided to partner municipalities.

Authorize additions or deletions of TSSERR program services.

Recommend to the appropriate Tompkins County Legislative Committee and

the Tompkins County Legislature a net operating budget and necessary resources for the costs of services, fees, revenues, and grants.

Recommend contracted services, monitoring the quality and costs of the service providers.

Evaluate the performance of providers.

Provide reports to the appropriate Tompkins County Legislative Committee, Tompkins County Legislature and

other local government agencies as necessary.

Membership:

Voting membership shall consist of thirteen members with no set terms:

Tompkins County Director Information Technology

Services or designee

Tompkins County Clerk or designee

3. Dryden Town Clerk or designee

4. Enfield Town Clerk or designee

5. Groton Town Clerk or designee

6. Ithaca Town Clerk or

designee

7. Lansing Town Clerk or designee

8. Newfield Town Clerk or designee

9. Caroline Town Clerk or designee

10. Danby Town Clerk or designee

11. Ulysses Town Clerk or designee

12. Ithaca City Clerk or designee
13. Cayuga Heights Village Clerk or designee

In addition, each member may appoint one alternate per seat, in the event the member or designee is not available. Each participating member will strive to fill these seats with agents willing and able to make program and policy decisions. The Tompkins Shared Services Electronic Records Repository Group may determine the need to create any non-voting at-large seats to add expertise and/or additional coordination. This may be done by a 3/4 majority vote of the members. The at-large seats will be filled for a period of up to two-years.

B. Joining TSSERR: The Group may invite a new member to join TSSERR after January 2014 with a ¾ majority vote of the existing TSSERR members. After signing this Agreement, the new municipality or its designee will become a voting member, and the size of TSSERR shall increase by one.

C. Resignations.

A municipality may elect to withdraw from the group at anytime, providing a letter to that effect to the Chair of the TSSERR group. Tompkins County Information Technology Services shall have up to six (6) months from the notification of resignation to provide, if possible, any data or records specific to the resigning agency. By entering into this agreement, each member pledges to honor its contractual obligations to the other members when it desires to leave TSSERR.

V. Officers

A. Each year the Group shall elect a Chairperson, and a Vice Chairperson, from among its members.

B. Duties of Officers:

1. Chair: shall develop the agenda in consultation with the Tompkins County Information Technology Services staff, chair the meetings, represent the Tompkins Shared Services Electronic Records Repository Group at inter-municipal or public meetings, and assist as needed in contract negotiations to implement the wishes of the Tompkins Shared Services Electronic Records Repository Group.

2. Vice Chair: shall act in the absence of the chair.

C. Terms of Office: For the first term, officers will be elected in January 2014, with their term ending December 31, 2014. Thereafter, terms shall be for one year beginning January 1st and ending December 31st. Officers for the new year shall be elected at the last quarterly meeting of the previous year. New names for nomination can be put forth up to and at the last quarterly meeting for consideration. Prior to a vote nominees must have agreed to serve. Vacancies shall be filled as soon as possible for the remainder of the unexpired term.

## VI. Meetings

Quorum: A quorum shall be at least a majority of the full membership (13 members) or their designated alternate.

Voting: Each member is entitled to one vote per item at any official meeting. An appointed alternate is permitted to vote when replacing their official agency representative. Passage of a motion requires a majority vote of the full group (13). In order for an alternate to vote, the officially appointed representative must notify the Chair of the Committee prior to the start of the meeting. To the extent permitted by law, participation via electronic means will not be permitted.

C. Agendas. An agenda will be sent out at least 7 days prior to the meeting. While not required it is desirable that information of substance be distributed with the agenda so members have time to review the information prior to the meeting.

D. Records: The Tompkins County Clerk's Office shall maintain a public record of all proceedings of the TSSERR group in accordance with the procedures as followed by the Clerk of the Legislature.

Attendance: The Group shall set an annual meeting schedule, but will meet quarterly at a minimum. Any member missing greater than fifty percent (50%) of any given year's meetings will lose their voting member status, in effect becoming a non-voting at-large seat. The TSSERR group may choose, at any time, to make that Participating Municipality a voting member again by a  $\frac{3}{4}$  majority vote of the full group.

Code of Ethics: All duly appointed members shall be provided a copy of, and be bound by, the Code of Ethics of Tompkins County.

Fiscal Year: The fiscal year shall be from January 1 to December 31.

Amendments of By-laws: Future amendments to the by-laws that are not inconsistent with this agreement shall be made by a 2/3 majority vote of the full TSSERR group, subject to subsequent approval by the Tompkins County Legislature, provided that the proposed amendment has been presented for consideration of the TSSERR group at the preceding regular meeting. An amended copy of the by-laws will be sent to each participating municipality for their records.

**Saving Clause:**

In the event any part of these by-laws shall conflict with any provisions or requirements of state, local, or federal law, the provisions of any state, local or federal law shall control and the other provisions of these by-laws shall not be invalidated by such conflict.

**Conflict of Interest:** If a member has a potential conflict of interest s/he must explain her or his relationship to the municipality before the matter is discussed or voted on. Members must abstain from discussing and/or voting on any specific actions that are, or give the appearance of, being motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties.

**Adoption:** These by-laws shall become effective upon adoption by a majority vote of the members of the Tompkins Shared Services Electronic Records Repository Group and approval of all of the participating partner members and the Tompkins County Legislature.